

New Wiki Contributors Training – Lesson 7

29 Sep 2011

Welcome

Welcome, everyone, to the seventh lesson, out of twelve, of the New Wiki Contributors Training.



Scheduled Topics

The topics for today are: Copying and pasting – from within the Wiki, and from other Web sites including Wikipedia



Copying and Pasting from within the Wiki

You may reuse materials already found in the FamilySearch Research Wiki on our other Wiki pages. If you are incorporating the text into other articles, you will want to use just small portions of the original page. Otherwise, you would just link to the original article. You may also want to split a large article, or merge two or more similar articles. Thus, various copying and pasting methods are important to know. Some basic types are:

1. Highlighting with your mouse the text you desire to copy, right-clicking and then selecting **Copy**. Next, place your cursor in the desired spot, right-click and then select **Paste**.
2. Highlighting with your mouse the text you desire to copy, and then press **Ctrl + C** on your keyboard. Next, place your cursor in the desired spot, and then press **Ctrl + V** on your keyboard.
3. In the FCK/Rich Text editor – after highlighting the desired text, press the **Copy** icon . Next, place your cursor in the desired spot and press the **Paste** icon .

The following examples show the difference in results when copying and pasting the same information in each of the Wiki's three editing modes.



Figure 1 – Portion from Portal:Sweden FamilySearch Wiki page

Example 1

[Portal:Sweden](https://wiki.familysearch.org/en/Portal:Sweden) <<https://wiki.familysearch.org/en/Portal:Sweden>>

The Process

Did a straight **copy** from the Web page itself (see Figure 1), and then **pasted** it into the *FCK/Rich Text* editor. Notice that the links did not transfer over, nor did the bolding.

The Result

Welcome to the Sweden portal page! FamilySearch Wiki is a community website dedicated to helping people throughout the world learn how to find their ancestors. Through the Sweden Portal page you can learn how to find, use, and analyze Swedish records of genealogical value. The content is variously targeted to beginners, intermediate, and expert researchers. Please visit the help page to learn more about using the site. The Sweden Portal Page is a work in progress, your contributions and feedback are essential!

Example 2

[Portal:Sweden](https://wiki.familysearch.org/en/Portal:Sweden) <<https://wiki.familysearch.org/en/Portal:Sweden>>

The Process

Did a straight **copy** from the Web page itself (see Figure 1), but **pasted** into the *Standard* editor. Notice that the links did not transfer over, nor did the bolding.

The Result

Welcome to the Sweden portal page! FamilySearch Wiki is a community website dedicated to helping people throughout the world learn how to find their ancestors. Through the Sweden Portal page you can learn how to find, use, and analyze Swedish records of genealogical value. The content is variously targeted to beginners, intermediate, and expert researchers. Please visit the help page to learn more about using the site. The Sweden Portal Page is a work in progress, your contributions and feedback are essential!

```
[[Image:Sweden Portal Picture.png|center|350px]]
"Welcome to the Sweden portal page!" FamilySearch Wiki is a community
website dedicated to helping people throughout the world learn how to find
their ancestors. Through the Sweden Portal page you can learn how to find,
use, and analyze Swedish records of genealogical value. The content is
variously targeted to beginners, intermediate, and expert researchers. Please
visit the [https://wiki.familysearch.org/en/Category:Help help page] to learn
more about using the site. The Sweden Portal Page is a work in progress, your
contributions and
[https://wiki.familysearch.org/en/FamilySearch_Wiki:Feedback feedback] are
essential!
```

Figure 2 - Wikitext for Portal:Sweden section

Example 3

[Portal:Sweden](https://wiki.familysearch.org/en/Portal:Sweden) <https://wiki.familysearch.org/en/Portal:Sweden>

The Process

On the Sweden Portal page (see Figure 1), clicked **Edit** for that section, clicked **Wikitext**, **copied** all characters in that section (see Figure 2), excluding those for the image, and then **pasted** to the new page in *Wikitext* mode. Notice that the bolding and links came through.

The Result

Welcome to the Sweden portal page! FamilySearch Wiki is a community website dedicated to helping people throughout the world learn how to find their ancestors. Through the Sweden Portal page you can learn how to find, use, and analyze Swedish records of genealogical value. The content is variously targeted to beginners, intermediate, and expert researchers. Please visit the [help page](https://wiki.familysearch.org/en/Category:Help) to learn more about using the site. The Sweden Portal Page is a work in progress, your contributions and [feedback](https://wiki.familysearch.org/en/FamilySearch_Wiki:Feedback) are essential!

```
[[Image:Sweden Portal Picture.png|center|350px]] "Welcome to the Sweden portal page!" FamilySearch
Wiki is a community website dedicated to helping people throughout the world learn how to find their
ancestors. Through the Sweden Portal page you can learn how to find, use, and analyze Swedish records of
genealogical value. The content is variously targeted to beginners, intermediate, and expert researchers.
Please visit the [https://wiki.familysearch.org/en/Category:Help help page] to learn more about using the
site. The Sweden Portal Page is a work in progress, your contributions and
[https://wiki.familysearch.org/en/FamilySearch_Wiki:Feedback feedback] are essential!
```

Figure 3 - Standard Editor for Portal:Sweden section

Example 4

[Portal:Sweden](https://wiki.familysearch.org/en/Portal:Sweden) <<https://wiki.familysearch.org/en/Portal:Sweden>>

The Process

On the Sweden Portal page (see Figure 1), clicked **Edit** for that section, clicked [[Disable rich editor](#)], **copied** all characters in that section (see Figure 3), excluding those for the image, and then **pasted** to the new page in the *Standard* editor. Notice that the bolding and links came through.

The Result

Welcome to the Sweden portal page! FamilySearch Wiki is a community website dedicated to helping people throughout the world learn how to find their ancestors. Through the Sweden Portal page you can learn how to find, use, and analyze Swedish records of genealogical value. The content is variously targeted to beginners, intermediate, and expert researchers. Please visit the [help page](#) to learn more about using the site. The Sweden Portal Page is a work in progress, your contributions and [feedback](#) are essential!



Copying and Pasting from Wikipedia

Because Wikipedia uses the [Creative Commons Attribution-ShareAlike License](#), information found there may be used in our Wiki, subject to the license restrictions.

Leksand Municipality (*Leksands kommun*) is a **municipality in Dalarna County in central Sweden**. Its seat is located in the town of **Leksand**.
In 1974 "old" Leksand was amalgamated with Ål and reunited with Siljansnäs (which had been separated from it in 1875).

Figure 4 - Portion of Leksand Municipality article in Wikipedia

Example 1

http://en.wikipedia.org/wiki/Leksand_Municipality

The Process

Did a straight **copy** from the Web page itself (see Figure 4), and then **pasted** it into the *FCK/Rich Text* editor. Notice that the links did not transfer over, nor did the bolding and italics.

The Result

Leksand Municipality (Leksands kommun) is a municipality in Dalarna County in central Sweden. Its seat is located in the town of Leksand.

In 1974 "old" Leksand was amalgamated with Ål and reunited with Siljansnäs (which had been separated from it in 1875).

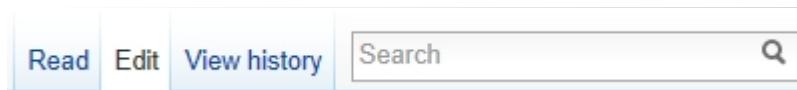


Figure 5 - Wikipedia Edit tab (in upper right corner)

```
'''Leksand Municipality''' (''Leksands kommun'') is a [[municipalities of Sweden|municipality]] in
[[Dalarna County]] in central [[Sweden]]. Its seat is located in the town of [[Leksand]].

In 1974 "old" Leksand was amalgamated with ''Ål'' and reunited with ''Siljansnäs'' (which had been
separated from it in 1875).
```

Figure 6 - Wikitext for Leksand Municipality article in Wikipedia

Example 2

http://en.wikipedia.org/wiki/Leksand_Municipality

The Process

Clicked **Wikipedia's Edit*** tab (see Figure 5), scrolled to the desired text (see Figure 6), **copied** all characters in that section, and then **pasted** everything into our Web page, using *Wikitext* mode. Notice that the italics, bolding, and links came through. However, most of the links are red, since they are internal links for *Wikipedia*, not the *Research Wiki*. The Sweden link is the exception, as the *name* of the internal or "shortcut" link within Wikipedia was the same as that of the Research Wiki so that it was redirected to the correct page in our Wiki. (*Note - there was no need to register with Wikipedia, as Wikitext was only copied. No true editing of their site took place.)

The Result

Leksand Municipality (*Leksands kommun*) is a [municipality](#) in [Dalarna County](#) in central [Sweden](#). Its seat is located in the town of [Leksand](#).

In 1974 "old" Leksand was amalgamated with Ål and reunited with *Siljansnäs* (which had been separated from it in 1875).

Example 3

http://en.wikipedia.org/wiki/Leksand_Municipality

The Process

Clicked **Wikipedia's Edit** tab (see Figure 5), scrolled to the desired text (see Figure 6), **copied** all characters in that section, and then **pasted** everything into our Web page, using *Wikitext* mode. Notice that the italics and bolding came through. To correct the linkage, returned to Wikipedia and clicked **each Wikipedia link** separately, **copied their URL's**, and then **edited the Research Wiki's links**, changing them from internal link format to external link format. The Research Wiki's external links are now the same as the internal links of the original source.

The Result

Leksand Municipality (*Leksands kommun*) is a [municipality](#) in [Dalarna County](#) in central [Sweden](#). Its seat is located in the town of [Leksand](#).

In 1974 "old" Leksand was amalgamated with Ål and reunited with *Siljansnäs* (which had been separated from it in 1875).



Copying and Pasting from another Internet Page

Leksand

Leksand is a town in Dalarna with about 16 000 inhabitants. The name is known since 1318 and is composed of the word "lek" (appropriately play or mating) and "sand" and refers to the fish mating at the sandy bottom of the lake. The church in Leksand dates back to around 1300.

Today Leksand is characterised by small industry and enterprise as well as summer tourism.

Figure 7 - Screenshot from 52nd European GO CONGRESS Leksand page

Example 1a

<http://egc2008.eu/en/leksand/index.php>

The Process

Copied the information from the original Web page (see Figure 7), and then **pasted** it into our *FCK/Rich Text* editor. Notice that no special formatting came through, just plain text.

The Result

Leksand

Leksand is a town in Dalarna with about 16 000 inhabitants. The name is known since 1318 and is composed of the word "lek" (appropriately play or mating) and "sand" and refers to the fish mating at the sandy bottom of the lake. The church in Leksand dates back to around 1300.

Today Leksand is characterised by small industry and enterprise as well as summer tourism.

Example 1b

<http://egc2008.eu/en/leksand/index.php>

The Process

As there is no Wikitext available from the original Web page (see Figure 7), after following the above procedure, the desired formatting and spelling were **individually edited** in our *FCK/Rich Text* editor (bolded the

subheading; changed Dalarna to Dalarna, Sweden; added a comma each to 16,000 and after the word “sand”; and changed the spelling of the word “characterized,” as European spelling is not always the same as ours).

The Result

Leksand

Leksand is a town in Dalarna, Sweden with about 16,000 inhabitants. The name is known since 1318 and is composed of the word “lek” (appropriately play or mating) and “sand,” and refers to the fish mating at the sandy bottom of the lake. The church in Leksand dates back to around 1300.

Today Leksand is characterized by small industry and enterprise as well as summer tourism.

Partial eclipse on August 1st

On August 1st there will be a [solar eclipse](#), which will be total in a narrow corridor in the arctic region and in Siberia, Mongolia and China. In Leksand it will be a partial eclipse, where 44% of the sunlight will be blocked by the moon.

Figure 8 - Screenshot from 52nd European GO CONGRESS Leksand Weather page

Example 2a

<http://egc2008.eu/en/leksand/weather.php>

The Process

Copied the information from the original Web page (see Figure 8), and then **pasted** it into our *FCK/Rich Text* editor. Notice that no special formatting or links come through, just plain text.

The Result

Partial eclipse on August 1st

On August 1st there will be a solar eclipse, which will be total in a narrow corridor in the arctic region and in Siberia, Mongolia and China. In Leksand it will be a partial eclipse, where 44% of the sunlight will be blocked by the moon.

Example 2b

<http://egc2008.eu/en/leksand/weather.php>

The Process

To fix the missing link, returned to the original Web page (see Figure 8) and clicked the **link**, **copied its URL**, and then **created the Research Wiki's link** in the *FCK/Rich Text* editor. The information was then **edited** (bolding was added to the subheading, and some of the text was slightly altered – capitalized the A in Arctic; added a comma after Mongolia; and changed the date from August 1st to August 1, 2008).

Partial eclipse on August 1st

On August 1, 2008 there will be a solar eclipse, which will be total in a narrow corridor in the Arctic region and in Siberia, Mongolia, and China. In Leksand it will be a [partial eclipse](#), where 44% of the sunlight will be blocked by the moon.

Remember that you must get permission to use information in this way, from this type of Web site! Look for the site's copyright permissions notice (see Figures 9, 10, and 11). It, or a link to it, will usually be found on the site's Home page. There may be other locations, as well.



Figure 10 - Creative Commons Logo

© Svenska golförbundet. All rights reserved.

Figure 9 - Copyright Notice with Symbol

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USGENWEB NOTICE: In keeping with our policy of providing free information on the
Internet, data may be used by non-commercial entities, as long as this message
remains on all copied material. These electronic pages may NOT be reproduced in
any format for profit or for presentation by other persons or organizations.

Persons or organizations desiring to use this material for purposes other than
stated above must obtain the written consent of the file contributor.

This file was contributed for use in the USGenWeb Archives by:
(contributor's name and e-mail address here)
=====
```

Figure 11 – Copyright Permissions Text

Rather than copying, it is preferable to either summarize information in your own words, with a citation to the original source; or just link to the source, with a few words to tell them what they'll find there.

Next Week

Next week's topics will be: Copying and pasting – from Microsoft Office Word, and from OpenOffice.org Writer; running OpenOffice from a flash drive

Web links, opened, in this order

1. https://wiki.familysearch.org/en/New_Wiki_Contributors_Training
2. https://wiki.familysearch.org/en/Main_Page (Wiki home page)
3. https://wiki.familysearch.org/en/Help:Edit_and_Contribute (recently revamped)
4. [https://wiki.familysearch.org/en/Help:The_Editing_Tool_\(FCK_Editor\)](https://wiki.familysearch.org/en/Help:The_Editing_Tool_(FCK_Editor)) (needs updating)
5. <https://wiki.familysearch.org/en/Portal:Sweden>
6. http://en.wikipedia.org/wiki/Leksand_Municipality
7. <http://egc2008.eu/en/leksand/index.php>
8. <http://egc2008.eu/en/leksand/weather.php>

Reference

1. http://en.wikipedia.org/wiki/Wikipedia:Text_of_Creative_Commons_Attribution-ShareAlike_3.0_Unported_License
2. <http://creativecommons.org/licenses/by-sa/3.0/us/>